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ABSTRACT

This bulletin contains general information about the Grade 12 Diploma Examinations Program in Alberta, Canada. All twelfth graders must write at least one diploma examination to receive a high school diploma. The examination certifies academic achievement in English 30 and 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Langue et Litterature 30. To obtain credit in any high school course, students must earn a final mark of at least 50 percent. For a diploma examination course, the course grade averaged with the test score must be at least 50 percent. Different diplomas are awarded for three levels of achievement: general high school, advanced high school, and advanced diploma award of excellence. The program is based on the provincially prescribed Program of Studies for Senior High Schools. Students who have completed a diploma examination course are eligible to take that examination. Provisions have been made for mature students, disabled, and French language speakers. This document, intended for administrators, teachers, and interested public, contains a detailed schedule of the 1986-87 testing program; explanation of test result reports; administrative procedures; policy statement; Alberta Regulation 531/82, amended A.R. 324/83, Examination Regulation; and contact personnel. (GDC)

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General Information

Grade 12
Diploma Examinations Program
1986-87 School Year

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Student Evaluation

Alberta
EDUCATION
Published August 1986

This bulletin contains general information about the Grade 12 Diploma Examinations Program for the 1986-1987 school year. Please bring the contents of this bulletin to the attention of your staff members.

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General Information Bulletin
Published August 1986

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1. Introduction

All Grade 12 students in Alberta are required to write at least ONE diploma examination to receive a high school diploma. The Grade 12 Diploma Examinations Program, which is an integral part of the high school diploma requirements, is intended to develop and maintain excellence in educational standards through certification of academic achievement.

The Diploma Examinations Program consists of examinations in selected Grade 12 courses: English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Langue et Littérature 30.

2. High School Diploma Course and Credit Requirements

2.1 Grade 12 Courses

To obtain credit in any high school course, a student must earn a final mark of 50% or better. To obtain credit in a diploma examination course, students must write the appropriate diploma examination and attain a final blended mark of 50% or better. The final blended mark is made up of 50% of the mark awarded by the school and 50% of the diploma examination mark. For example, a student taking Chemistry 30 who receives a mark of 45% from the school and scores a mark of 57% on the diploma examination will receive a final blended mark of 51%. That student will therefore earn credit in Chemistry 30 because the final mark received is over 50%.

2.2 Course Credit in English 30, English 33, and Langue et Littérature 30

To obtain credit for English 30, English 33, or Langue et Littérature 30, a student must complete both parts A and B of the examination. Students who inadvertently miss one part of the examination for non-medical reasons may complete only the missed part at one of the two subsequent administrations. Students must complete the Student Notification of Separate Writing form and submit it to the Student Evaluation Branch prior to the writing to ensure that the two partial marks will be combined. The mark for the previously completed part will be brought forward to be blended with the new partial mark for a complete examination mark.

2.3 Langue et Littérature 30

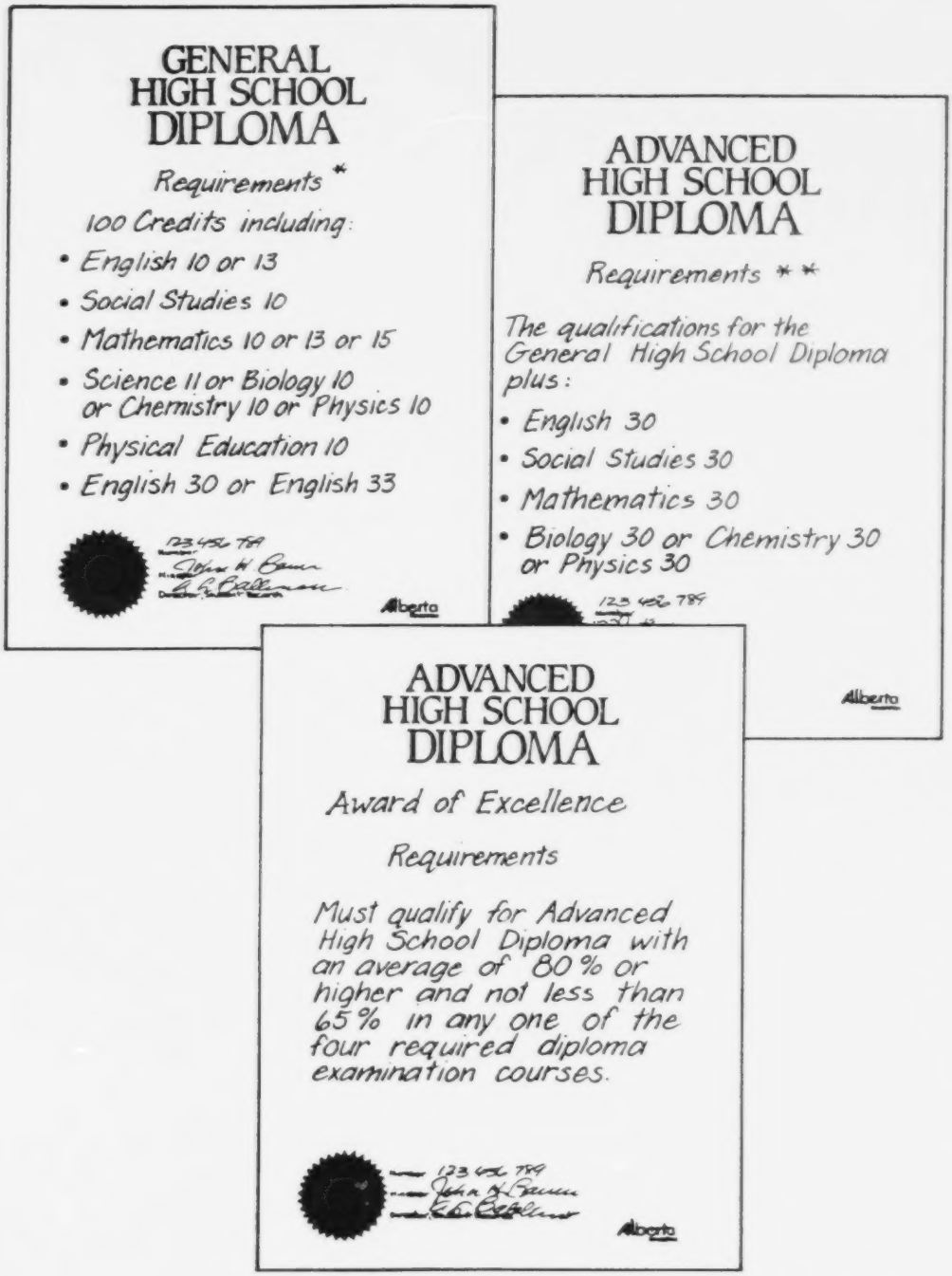
Langue et Littérature 30 is being offered as part of the regular diploma examination program beginning in January 1987. Students must write the Langue et Littérature 30 Diploma Examination to obtain credit for this course. To obtain a diploma, students must also receive credit in English 30 or English 33.

2.4 Previously Earned Credits

Alberta Education will recognize all course credits earned prior to September 1, 1984 for the purpose of awarding the General High School Diploma.

Students who are registered in Grade 12 may apply any of the previously completed diploma examination subject requirements toward the Advanced High School Diploma provided they have earned a final course mark of 50% or higher.

2.5 Requirements for High School Diplomas


GENERAL HIGH SCHOOL DIPLOMA
Requirements *
100 Credits including:
• English 10 or 13
• Social Studies 10
• Mathematics 10 or 13 or 15
• Science 11 or Biology 10 or Chemistry 10 or Physics 10
• Physical Education 10
• English 30 or English 33
Alberta
ADVANCED HIGH SCHOOL DIPLOMA
Requirements **
The qualifications for the General High School Diploma plus:
• English 30
• Social Studies 30
• Mathematics 30
• Biology 30 or Chemistry 30 or Physics 30
Alberta
ADVANCED HIGH SCHOOL DIPLOMA
Award of Excellence
Requirements
Must qualify for Advanced High School Diploma with an average of 80% or higher and not less than 65% in any one of the four required diploma examination courses.
Alberta

* These requirements are subject to the specifications found in the *Junior-Senior High School Handbook, 1986-87*.

** In addition, the candidate must qualify for a General High School Diploma.

3. The Grade 12 Diploma Examinations

3.1 Format of the Diploma Examinations

The Grade 12 diploma examinations, examination blueprints, and scoring guides are based on the provincially prescribed *Program of Studies for Senior High Schools*. All questions and assignments are developed according to curriculum specifications for each diploma examination course. These specifications are distributed to senior high schools by the Curriculum Branch. Bulletins containing descriptions of each diploma examination, its format, and the subject matter to be examined are also distributed in the beginning of each school year by the Student Evaluation Branch.

3.2 Eligibility Criteria

Students enrolled in approved Alberta high schools who have completed a Grade 12 diploma examination course are eligible to write the diploma examination in that course.

3.3 Registering to Write Diploma Examinations in January or June

High School Students. Students enrolled in Grade 12 diploma examination courses at approved Alberta high schools need not apply to write diploma examinations in those courses. Their candidacy is confirmed by their school principals on the examination registration checklist forms issued by the Student Records and Computer Services Branch.

Alberta Correspondence School Students. Students enrolled in Grade 12 diploma examination courses at the Alberta Correspondence School must apply to the Alberta Correspondence School to write the diploma examinations. On the application form provided by the Alberta Correspondence School, these students must indicate their choice of writing centre (any approved high school offering Grade 12 diploma examination courses).

3.4 Provisions for Mature Students

For the 1987 Diploma Examinations Program, a student with mature status is any person who meets one of the following requirements as of September 1, 1986:

a. is twenty years of age or older;
b. is nineteen years of age and who, since reaching the age of eighteen, has been out of school for eight consecutive months; or
c. is the holder of a previously-awarded Alberta High School Diploma.

Students with mature status may write any diploma examination for 100% of the final mark without having taken formal instruction in the course.

If students with mature status enroll in a diploma examination course at an approved Alberta high school, the final course mark will be either a blended one or, if the school-awarded course mark is equal to or less than the diploma examination mark, the final mark will be the examination mark only.

Students with mature status must apply to the Student Evaluation Branch to write diploma examinations in January or June. At the time of application, students with mature status must indicate their choice of writing centre (any approved high school offering Grade 12 diploma examination courses). They must notify the principal of the high school in which they intend to write the diploma examination(s). The principal must be so advised one month prior to the writing date to ensure that space and examination materials will be available.

NOTE: Application forms may be obtained from any senior high school, from Regional Offices of Alberta Education, or from the Student Evaluation Branch. No application is necessary for the August writing.

3.5 Walk-in Students

Principals are advised that the previously designated writing centres of NAIT and SAIT have been discontinued for January and June. Unregistered students are requested to write at the most conveniently located high school. Principals are requested to make the appropriate writing arrangements for these students. Non-semestered schools are expected to make provisions for possible walk-in students in the January administration.

At the time of writing, walk-in students are required to present proper identification that includes a photograph and a signature. If, however, they are unable to do so, it is suggested that students be allowed to write and be asked to provide identification promptly after the writing. It is suggested that the Chief Presiding Examiner hold the examination for a maximum period of one day to enable a student to produce identification. If a student does not produce proper identification, this should be recorded on the Statement of the Chief Presiding Examiner and returned to Alberta Education with the examination.

Please note that the results of any students who write a diploma examination at a school, but who are not registered in a diploma examination course in that school, will NOT appear on the summary of that school's marks. The marks of students with mature status are confidential and therefore are not reported to any school. The marks of other students who walk in are reported to the school in which the student is registered.

Principals are expected to ensure that their students write at the school where they are registered, except under extenuating circumstances.

3.6 Special Circumstances

Students who have physical disabilities or have been assessed as having specific learning disabilities may be granted one or more of the following special provisions for writing the diploma examinations:
a) the services of a scribe/reader, b) additional writing time, and
c) examinations in large print or braille.

The school principal must submit written application to the Special Cases Committee of Alberta Education for such special provisions. Each application must be substantiated by copies of student records, medical certificates, and formal assessments by qualified professionals. This application must be forwarded as far in advance of the writing date as possible, preferably by 30 days. Requests for examinations in large print or braille must be received AT LEAST 90 DAYS in advance of the writing date.

When serious illness, accident, or bereavement in the immediate family prevents a student from writing on the scheduled date, the student may apply through the school principal for special consideration by the Special Cases Committee of Alberta Education. Medical documentation must be submitted with the application. If a student chooses to write an examination despite serious illness, accident, or bereavement, the principal is required to notify Alberta Education on the Statement of the Chief Presiding Examiner. In each of the above cases, the formal request for consideration should be forwarded to the Special Cases Committee within thirty days. Further information concerning the operations of the Special Cases Committee may be found in the *Junior-Senior High School Handbook, 1986-87*.

3.7 Use of Scribes

If a scribe is appointed to assist a candidate during an examination, the following procedures apply:

- A scribe may assist in reading an examination booklet to a candidate and/or recording the candidate's answers. A scribe may not explain or interpret the words or the intent of an examination question or reading. A scribe may not improve a student's response by rewording, correcting the spelling, or otherwise changing the student's answer.
- The school jurisdiction is responsible for the appointment of a scribe and for expenses incurred.
- Under section 6(2) of *Examination Regulation 531/82*, a scribe shall not be a relative, past teacher, or a present teacher of the candidate.
- An examination administered by a scribe shall take place in a separate writing area so that other candidates who are writing the examination are not disturbed.
- Prior to the date of writing, the principal shall consult with the appointed scribe to determine the amount of additional writing time to be requested.
- The principal will record on the Statement of the Chief Presiding Examiner that a scribe assisted the particular candidate.
- A scribe-assisted student must be supervised by a specially designated presiding examiner. The scribe cannot act as the presiding examiner.

The scribe and presiding examiner will be required to complete the Statement of Scribe and Presiding Examiner certifying that these procedures were known and observed.

3.8 Special Writing Centres

Students who are outside the province during the diploma examination administration may be permitted to write at a Special Writing Centre if:

1. the student is participating in a significant educational or cultural activity, such as a national or international competition in athletics or music; OR
2. the student lives outside the province and is taking courses through the Alberta Correspondence School; OR
3. the student has moved outside the province permanently or temporarily after having taken instruction in an accredited high school in Alberta, and is unable to write the examination in Alberta; and that
4. a proctor, acceptable to the Director of the Student Evaluation Branch, is available to administer the examination. The proctor could be, for example, a school principal, teacher, member of the clergy, police officer, or military officer. The proctor shall not be a relative, a past teacher, or a present teacher of the candidate.

The student may apply to write at a Special Writing Centre through a letter of application submitted to the Director of the Student Evaluation Branch. The application must be received at least 30 days in advance of the writing date.

Students who are simply on vacation or an organized tour are not eligible for the privilege of writing a diploma examination outside of Alberta.

3.9 Late Arrivals

Candidates who arrive more than one hour after the actual starting time for an examination will be allowed to write only if, in the opinion of the presiding examiner, circumstances were sufficiently extenuating.

3.10 French Translations

French translations of the diploma examinations in Social Studies 30, Mathematics 30, Chemistry 30, Biology 30, and Physics 30 are available UPON REQUEST. Students who wish to write the French translation of a diploma examination should inform their school principals prior to the deadlines established for each examination registration. The school principal must note this request on the registration checklist. Students with mature status who wish to write the French translation of a diploma examination should indicate this preference on the application form.

3.11 Security of the Diploma Examinations

The Student Evaluation Branch takes every possible precaution to ensure that the examination items remain secure prior to the administration. Superintendents and principals are required to take steps to guard against the loss of examinations prior to the administration. Should a serious loss occur, the Student Evaluation Branch would either cancel the provincial administration or postpone the writing date until a replacement examination could be printed for the province. We ask your assistance to help prevent, by whatever method possible, a breach of security. If a breach of security does occur, please notify the Director of the Student Evaluation Branch immediately so that the seriousness may be determined and the appropriate action taken.

All of the January and June USED examination booklets and answer sheets with student responses on them must be returned for marking. Examination booklets and answer sheets USED by students are confidential and secured.

UNUSED examination booklets and answer sheets are to be left in the school. USED Readings and Questions booklets for English 30 Part B and English 33 Part B and data booklets should remain in the school. The school principal shall ensure that sufficient booklets are kept on file and made available to teachers and students upon request.

THE AUGUST 1987 EXAMINATIONS ARE FULLY SECURED. THEREFORE, ALL EXAMINATION MATERIALS, USED AND UNUSED, MUST BE RETURNED TO ALBERTA EDUCATION. NO COPIES OF ANY AUGUST EXAMINATION MAY BE RETAINED IN ANY FORM.

3.12 January and June 1987 Writing Centres

The January and June examinations are administered in all approved senior high schools that offer Grade 12 diploma examination courses; the August examinations are administered in writing centres designated by the Student Evaluation Branch of Alberta Education.

3.13 August 1987 Writing Centres

Candidates wishing to write a diploma examination in August will not be registered prior to the administration date of each diploma examination. Candidates will register at the time of writing for each examination. Summer schools offering diploma examination courses will register their students prior to the administration.

CODE	AUGUST WRITING CENTRES
2601	Athabasca (Edwin Parr HS)
2301	Barrhead (Lorne Jenken HS)
2950	Bonnyville (Bonnyville Centralized HS)
6740	Brooks (Brooks Composite HS)
9996	Calgary (SAIT G105)
4822	Castor (Gus Wetter HS)
5725	Drumheller (Drumheller Composite HS)
7996	Edmonton (NAIT E102)
2002	Edson (Parkland Composite HS)
2008	Evansburg (Grand Trunk HS)
1845	Fort McMurray (Fort McMurray Composite HS)
1141	Grande Prairie (Grande Prairie Composite HS)
1703	High Level (High Level Public School)
1606	High Prairie (E. W. Pratt School)
2011	Hinton (Harry Collinge HS)
6466	Lethbridge (Winston Churchill HS)
6850	Medicine Hat (Medicine Hat HS)
1511	Peace River (Peace River HS)
6122	Pincher Creek (Matthew Halton Community School)
4444	Red Deer (Lindsay Thurber HS)
2722	Smoky Lake (H. A. Kostash HS)
3610	Vegreville (Vegreville Composite HS)
5410	Vulcan (County Central HS)
3909	Wainwright (Wainwright HS)
2411	Westlock (Richard F. Staples HS)
3144	Wetaskiwin (Wetaskiwin Composite HS)

NORTHWEST TERRITORIES - Writing centres will be designated as needed.

Contact: Mr. M. S. Naidoo, Department of Education
Yellowknife, Northwest Territories, 873-7441

3.14 Grade 12 Diploma Examinations Schedule, 1987

January 1987

DATE	TIME	SUBJECT
Wednesday, January 14	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
Thursday, January 15	9:00 -- 11:30 am	Langue et Littérature 30 - Part A*
Tuesday, January 27	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, January 28	9:00 -- 11:00 am	English 30 - Part B
		English 33 - Part B
	1:00 -- 3:30 pm	Physics 30
Thursday, January 29	9:00 -- 11:30 am	Mathematics 30
	1:00 -- 3:30 pm	Biology 30
Friday, January 30	9:00 -- 11:00 am	Langue et Littérature 30 - Part B

June 1987

DATE	TIME	SUBJECT
Wednesday, June 10	9:00 -- 11:30 am	Langue et Littérature 30 - Part A*
Thursday, June 11	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
Monday, June 22	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Tuesday, June 23	9:00 -- 11:00 am	English 30 - Part B
		English 33 - Part B
	1:00 -- 3:30 pm	Physics 30
Wednesday, June 24	9:00 -- 11:30 am	Mathematics 30
Thursday, June 25	9:00 -- 11:30 am	Biology 30
Friday, June 26	9:00 -- 11:00 am	Langue et Littérature 30 - Part B

August 1987

DATE	TIME	SUBJECT
Monday, August 10	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
	1:00 -- 3:00 pm	English 30 - Part B
		English 33 - Part B
Tuesday, August 11	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, August 12	9:00 -- 11:30 am	Biology 30
	1:00 -- 3:30 pm	Mathematics 30
Thursday, August 13	9:00 -- 11:30 am	Physics 30
Friday, August 14	9:00 -- 11:30 am	Langue et Littérature 30 - Part A*
	1:00 -- 3:00 pm	Langue et Littérature 30 - Part B

* Part A denotes the written-response sections of the English 30, English 33, and Langue et Littérature 30 examinations.

Grade 12 Diploma Examinations Schedule, 1988

January 1988

DATE	TIME	SUBJECT
Wednesday, January 13	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
Thursday, January 14	9:00 -- 11:30 am	Langue et Littérature 30 - Part A*
Tuesday, January 26	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, January 27	9:00 -- 11:00 am	English 30 - Part B
		English 33 - Part B
	1:00 -- 3:30 pm	Physics 30
Thursday, January 28	9:00 -- 11:30 am	Mathematics 30
	1:00 -- 3:30 pm	Biology 30
Friday, January 29	9:00 -- 11:00 am	Langue et Littérature 30 - Part B

June 1988

DATE	TIME	SUBJECT
Tuesday, June 14	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
Wednesday, June 15	9:00 -- 11:30 am	Langue et Littérature 30 - Part A*
Wednesday, June 22	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Thursday, June 23	9:00 -- 11:00 am	English 30 - Part B
		English 33 - Part B
	1:00 -- 3:30 pm	Physics 30
Friday, June 24	9:00 -- 11:30 am	Mathematics 30
Monday, June 27	9:00 -- 11:30 am	Biology 30
Tuesday, June 28	9:00 -- 11:00 am	Langue et Littérature 30 - Part B

August 1988

DATE	TIME	SUBJECT
Monday, August 15	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
	1:00 -- 3:00 pm	English 30 - Part B
		English 33 - Part B
Tuesday, August 16	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, August 17	9:00 -- 11:30 am	Biology 30
	1:00 -- 3:30 pm	Mathematics 30
Thursday, August 18	9:00 -- 11:30 am	Physics 30
Friday, August 19	9:00 -- 11:30 am	Langue et Littérature 30 - Part A*
	1:00 -- 3:00 pm	Langue et Littérature 30 - Part B

* Part A denotes the written-response sections of the English 30, English 33, and Langue et Littérature 30 examinations.

3.15 Significant Dates in the Administration of the Diploma Examinations, 1986-1987

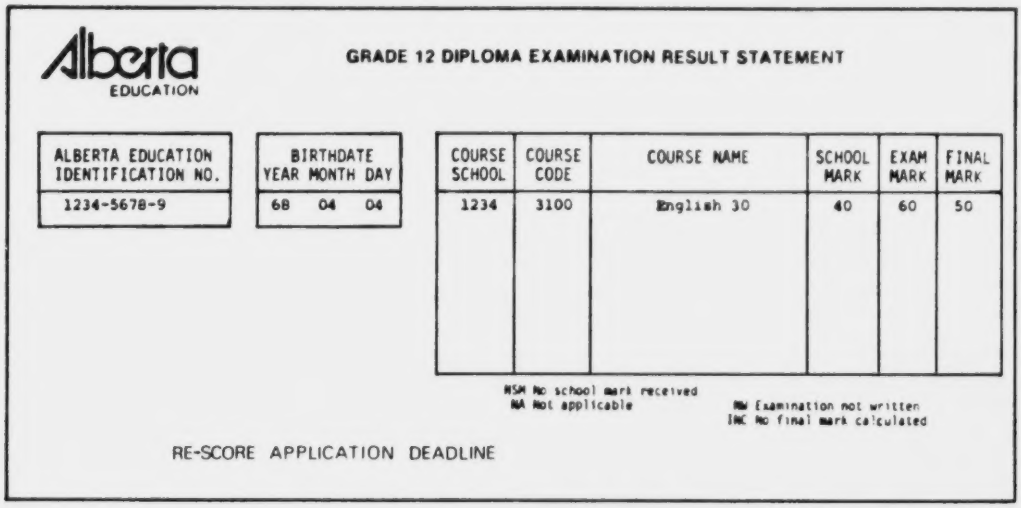
October 17, 1986	• Deadline for mailing list of eligible markers for 1987 • Deadline for mailing requests for large-print and braille examinations
October 24, 1986	• Alberta Education distributes diploma examination registration checklists and application forms to senior high schools for the January administration (application forms are sent under separate cover)
November 7, 1986	• Deadline for mailing the diploma examinations registration checklist forms and application forms to the Student Records Branch • Deadline for mailing requests for French translations • Application mailing deadline for students with mature status and students wishing to rewrite any examination during the January 1987 administration
December 1, 1986	• Deadline for mailing applications for Special Writing Centres
December 15, 1986	• Markers are notified of participation in the January marking session
January 5, 1987	• Alberta Education forwards diploma examination materials to the central offices of all school jurisdictions
January 9, 1987	• Contact your jurisdiction office if the school has not yet received the examinations • Contact the Student Evaluation Branch if there are errors or omissions in the shipment • Alberta Education distributes Diploma Examination School Marks Checklist
January 14-15, 1987 January 27-30, 1987	• The diploma examinations are administered according to the schedule
January 16, 1987	• Return to Alberta Education all English 30 Part A, English 33 Part A, and Langue et Littérature 30 Part A examination materials completed by students
January 26, 1987	• School-awarded marks for students registered to write the January diploma examinations are to be delivered to the Student Records Branch of Alberta Education no later than 4:00 p.m. or, if mailed, to be postmarked no later than this date • Principals will inform all students of their school marks by this date
January 26-31, 1987 February 4-7, 1987	• Marking session for the January administration
January 30, 1987	• Return to Alberta Education all examination materials completed by students

February 16-20, 1987	• Alberta Education distributes diploma examination registration checklists and application forms to senior high schools for the June administration (application forms are sent under separate cover)
February 25, 1987	• Result statements for the January administration are distributed to students
March 13, 1987	• Deadline for mailing the registration checklist forms and application forms for the June administration • Deadline for mailing requests for large print and braille examinations
March 18, 1987	• Deadline for January re-scoring requests
April 3, 1987	• January re-score results are distributed to students
April 15, 1987	• Markers are notified of participation in the June marking session • Deadline for mailing requests for French translations • Application mailing deadline for mature students and students wishing to rewrite any examination during the June 1987 administration
April 30, 1987	• Deadline for mailing applications for Special Writing Centres
May 15, 1987	• Markers are notified of participation in the August marking session
May 25, 1987	• Alberta Education forwards diploma examination materials to the central offices of all school jurisdictions
June 3, 1987	• Contact your jurisdiction office if you have not yet received the examinations • Contact the Student Evaluation Branch if there are errors or omissions in the shipment • Alberta Education distributes the Diploma Examination School Marks Checklist
June 10-11, 1987 June 22-26, 1987	• The diploma examinations are administered according to the schedule
June 12, 1987	• Return to Alberta Education all English 30 Part A, English 33 Part A, and Langue et Littérature 30 Part A examination materials completed by students
June 21, 1987	• School-awarded marks for students registered to write the June diploma examinations are to be delivered to the Student Records Branch of Alberta Education no later than 4:00 p.m. or, if mailed, to be postmarked no later than this date • Principals will inform all students of their school marks by this date

June 26, 1987	• Return to Alberta Education all examination materials completed by students
July 10, 1987	• Deadline for registration of summer school students
July 2-11, 1987	• Marking session for the June administration
July 22, 1987	• Result statements for the June administration are distributed to students
July 24, 1987	• Alberta Education distributes Diploma Examination School Marks Checklist to summer schools
July 30, 1987	• Alberta Education forwards diploma examination materials to all designated writing centres
August 9, 1987	• School-awarded marks for summer school students registered to write the August diploma examinations are to be delivered to the Student Records Branch of Alberta Education no later than 4:00 p.m. or, if mailed, to be postmarked no later than this date • Principals will inform all students of their school marks by this date
August 10-14, 1987	• The diploma examinations are administered according to the schedule • Return all examination materials completed by students to Alberta Education after each day of writing
August 11, 1987	• Deadline for June re-scoring requests
August 13-15, 1987	• Marking session for the August administration
August 25, 1987	• Result statements for the August administration distributed to students
August 27, 1987	• June re-score results distributed to students
September 16, 1987	• Deadline for August re-scoring requests
October 2, 1987	• August re-score results distributed to students

3.16 Reporting the Results

Reporting to Students. Students who write Grade 12 diploma examinations receive their results from the Student Evaluation Branch in the form of a result statement. In 1987, result statements for the three administrations will be mailed to students no later than February 25, July 22, and August 25. If the result statements do not reach their destination within two weeks, they are returned to the Student Evaluation Branch.



Alberta EDUCATION

GRADE 12 DIPLOMA EXAMINATION RESULT STATEMENT

ALBERTA EDUCATION IDENTIFICATION NO.	BIRTHDATE YEAR	MONTH	DAY
1234-5678-9	68	04	04

COURSE SCHOOL	COURSE CODE	COURSE NAME	SCHOOL MARK	EXAM MARK	FINAL MARK
1234	3100	English 30	40	60	50

NSM No school mark received
NA Not applicable
NW Examination not written
INC No final mark calculated

RE-SCORE APPLICATION DEADLINE

Reporting to Schools. At the same time that result statements are released to students, the Student Evaluation Branch mails to each school a summary of student marks. Statistical reports on student achievement in each diploma examination course are released as soon after each administration as possible. August examination results are reported only to approved summer schools that offer diploma examination courses.

Reporting to School Jurisdictions. When result statements are released to students, each jurisdiction receives a summary of marks for its students. Statistical reports on jurisdictions are released as soon as possible after each administration.

Reporting to the Public. A provincial report will be released in early March and early September for the January and June administrations respectively.

3.17 Recording the Results

High School transcripts are issued by the Student Records and Computer Services Branch. Students must submit a formal request to obtain a high school transcript or to have a transcript forwarded to a post-secondary institution or prospective employer. If students have repeated a diploma examination course, both the highest final mark and the most recent final mark for that course will appear on the student's transcript.

When a student has completed the course and credit requirements, Alberta Education issues the appropriate high school diploma. The diploma will indicate the courses completed, the final marks, and the total credits earned. Inquiries regarding transcripts or diplomas should be directed to the Student Records and Computer Services Branch.

3.18 Appeal Provisions

Students who are dissatisfied with a school-awarded mark may:

a. appeal to the school principal under the appeal policy set by the local school board, or
b. repeat the course.

Students who are dissatisfied with a Grade 12 diploma examination mark may:

a. request in writing to the Director of the Student Evaluation Branch that the examination be re-scored, or
b. re-write the examination at a later administration date.

Repeating the Course: Students may repeat the course to obtain a new school mark. In such cases, the most recent examination mark would be brought forward to be blended with the new school mark to create a new final blended mark. These marks are recorded on a new result statement.*

Re-scoring the Examination: Students who decide to have an examination re-scored must apply before the deadline date specified on the result statement and pay a $10.00 fee for every examination to be re-scored. If the re-scoring results in an increase of 5% or more in the diploma examination mark, the $10.00 fee will be refunded. When students are being advised as to the advantage of re-scoring it is important to inform them that the amount of change in re-scored examination marks, on the average, has been quite small. THE MARK RESULTING FROM RE-SCORING WILL BE THE FINAL EXAMINATION MARK WHETHER THE MARK IS LOWERED OR RAISED. The most recent school mark will be brought forward to be blended with the re-scored examination mark and recorded on a new result statement.*

Re-writing the Examination: Students may re-write a diploma examination to improve their mark at any regularly scheduled sitting. Students must fill out an application form to register to re-write in January or June. Application forms may be obtained from high schools, from the Regional Offices of Alberta Education, or from the Student Evaluation Branch. There is no fee for re-writing a diploma examination.

Students who wish to re-write a diploma examination must notify the principal of the high school in which they intend to write. The principal must be so advised one month prior to the writing date to ensure that space and examination materials will be available. Students wishing to write or re-write an examination in August will not be registered prior to the administration date of each diploma examination.

Students who choose to re-write a diploma examination will have the most recent school mark brought forward and blended with the new examination mark to create a final blended mark. These marks will be recorded on a new result statement.* Students may NOT choose to re-write only one part of the English 30, English 33, or Langue et Littérature 30 examination. Students who wish to re-write an English 30, English 33, or Langue et Littérature 30 examination must re-write BOTH parts of the examination.

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*see Appendix A

3.19 Admission to Post-Secondary Institutions

Students who plan to attend a post-secondary institution should consult the institution's calendar regarding admission requirements and plan high school programs accordingly. Application forms for transcripts are available from Alberta Education or from any post-secondary institution. Please note that marks from the January, June, and August administrations will not be available before February 25, July 22, and August 25, respectively.

4. Procedures for Administration and Marking

4.1 Distribution, Administration, and Collection of Examinations

For the January and June writings, each school board is responsible for the distribution, administration, and collection of the diploma examinations within its jurisdiction.

Principals must confirm student registration in diploma examination courses by completing the registration checklist sent to schools in October 1986 and February 1987. This checklist and any completed application forms must be submitted to the Student Records and Computer Services Branch prior to the deadlines established for each examination registration.

The administration of diploma examinations within each school is the direct responsibility of the school principal. Generally, the principal of the school in which the examinations are administered is designated Chief Presiding Examiner. Persons designated Chief Presiding Examiners should acquaint themselves with *Examination Regulation 531/82* (see Appendix B, page 20), which must be strictly observed.

Unless the circumstances are exceptional, a presiding examiner may not be a teacher of the course being supervised. To depart from this rule, a principal must obtain approval from the Director of Student Evaluation Branch.

No notes, papers, or books, other than an English dictionary or thesaurus for Part A of both English 30 and English 33, and a French dictionary or thesaurus for Part A of Langue et Littérature 30, may be brought into the examination room.

Immediately following the administra ion of the scheduled examinations, the school board is responsible for collecting and forwarding all examination materials to the Student Evaluation Branch. (Further details regarding procedures for returning these materials to the Branch will be issued with the delivery of the examinations.) For all private schools, the Regional Offices of Alberta Education assume the responsibilities of school boards.

4.2 Submission of School-Awarded Marks

School-awarded marks must be delivered to the Student Records and Computer Services Branch or to the Regional Offices of Alberta Education no later than 4:00 p.m. on January 26 and June 21, 1987, or if mailed to be postmarked no later than these dates. Principals must inform all students of their school marks by these dates. School-awarded marks shall be in percentage points rounded to the nearest whole number and shall be entered on the School Marks Checklist.

4.3 Marking of Examinations

Regular classroom teachers are designated to mark the written-response sections of the examinations. To be eligible to mark, a teacher must have taught the course for two or more years, be currently teaching the course, and have a valid Alberta Permanent Professional Certificate. To be selected as markers, teachers must be recommended to the Student Evaluation Branch by their superintendent. Teachers interested in being recommended as markers should contact their superintendent as early as possible in September.

Superintendents are requested to provide the Student Evaluation Branch with their recommendations for eligible markers for all three marking sessions by October 17, 1986. Teachers selected as markers for the January, July, and August marking sessions will be notified by December 15, April 15, and May 15. It is expected that one teacher will be recommended for every 40 students registered to write English 30, English 33, and Social Studies 30. In each of the other subjects it is expected that one teacher will be recommended for every 100 students registered to write the examinations. Teachers to mark Langue et Littérature 30 will also be required.

4.4 Marking Dates

	January 1987 Administration	June 1987 Administration	August 1987 Administration
English 30 (A)	January 26--31	July 2--11	August 13--15
English 33 (A)	January 26--31	July 2--8	August 14--15
Social Studies 30	February 4--7	July 7--11	August 14--15
Biology 30	February 5--7	July 2--6	August 14--15
Chemistry 30	February 5--7	July 2--6	August 14--15
Mathematics 30	February 5--7	July 2--6	August 14--15
Physics 30	February 5--7	July 2--6	August 14--15
Langue et Litt. 30 (A)	January 29--30	July 8--10	August 14--15

Appendix A:

REVISED STATEMENT OF HIGH SCHOOL
DIPLOMA EXAMINATION PROCESSING

Student Records and Computer Services Branch
February, 1986

All students enrolled in any of the diploma examination subjects must write the examination administered by Alberta Education in order to obtain a final mark. Both sections of an examination (i.e. English, parts A & B) must be written to be assigned an examination mark. The processing of these examinations and the issuance of the result statements and transcripts are subject to specific policies determined by the types of students writing.

I. TYPES OF STUDENTS

For examinations, students are classified as:

a. Regular Students

A regular student is one who is less than 20 years of age and has been in continuous attendance at school.

b. Mature Students

A mature student is one who, as of September 1 of the school year, is:

(1) the recipient of a High School Diploma, or

(2) 19 years of age and has been out of school for eight consecutive months since reaching 18 years of age (i.e. no course completions in the previous school year at school or by correspondence), or

(3) 20 years of age or older.

The maturity status of a student, identified at the time of registration, is checked when a student writes any diploma examination.

II. CALCULATION OF FINAL MARKS

The manner in which final marks are calculated is dependent upon a number of variables determined by the background and age of the students. The students may be categorized into three broad groups, each of which has subgroups dependent upon the students' status:

a. Student Registered for Classroom Instruction

Most students writing diploma examination subjects are either registered in classrooms or in correspondence courses. The school mark which is forwarded by the school staff is used in the blending process subject to the following distinctions:

(1) Regular Students -- For all regular students the school mark (SM) and the examination mark (EM) are combined on a 50/50 basis to calculate the final score.

(2) Mature Students -- For mature students the school mark is used in the blending process only if it is greater than or equal to the examination mark. If the school mark is less than the examination mark, the school mark is disregarded, and the examination mark becomes the final mark. In both cases, all three marks will be shown on result statements.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	60	70	65
Student B (Mature)	60	70	70
Student C (Mature)	80	70	75

b. Students Not Registered for Classroom Instruction But Writing a Diploma Examination

Some students are permitted to write a diploma examination without taking classroom instruction. These students are either students re-writing an examination or mature students challenging an examination. If, during the blending process, situations are encountered where a current examination mark is present but no current school mark is found, the student's achievement record is analysed to determine if a school mark has been previously issued. If a school mark has been previously assigned (in the present or previous school year) that mark, or, if more than one is found, the most recent is pulled forward and used in the blending process subject to the following groupings:

(1) Regular Students

For regular students the school mark is pulled forward and combined with the examination mark on a 50/50 basis to obtain the final mark.

(2) Mature Students

For mature students the school mark is pulled forward only if it is greater than the examination mark. It is then combined with the examination mark on a 50/50 basis to obtain the final mark. If the examination mark is greater than the school mark, the school mark is disregarded and the examination mark is the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70*	60	65
Student B (Mature)	80*	70	75
Student C (Mature)	(65)**	70	70

* school mark pulled forward

**school mark not pulled forward

If a student has written a diploma examination subject, and no school mark is found to exist for the current or previous school year, processing occurs as follows:

(1) Regular Students

For regular students an NSM (no school mark) is recorded and an INC(incomplete) is assigned as the final mark.

(2) Mature Students

For mature students the examination mark is assigned as the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	NSM	70	INC
Student B (Mature)	NA	60	60

c. Students Registered for Classroom Instruction But Not Writing the Concurrent Diploma Examination

If a student has been issued a school mark and is missing a current examination mark, the achievement record is analysed for the presence of an examination mark earned in the current or previous school year. If one is found, or, if more than one is found, the most recent is pulled forward and combined with the school mark on a 50/50 basis, regardless of whether or not the student is mature. The maturity status is analysed only when an examination is written. If no eligible examination mark is found, the final mark is assigned as an INC (incomplete).

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70	60*	65
Student B (Mature)	50	60*	55
Student C (Mature)	80	70*	75

* examination mark pulled forward

III. SPECIAL CASES

A few students cannot write a diploma examination due to illness, bereavement, etc. In such cases the principal should submit a letter stating the circumstances with suitable documentation, and making a recommendation to the Secretary of the Special Cases Committee. Dependent upon the severity of the reason for missing the examination, this committee may:

1. reject the recommendation,
2. assign the school mark as the final mark,
3. adjust the weighting to a 75/25 basis for combining the school mark and one of the components of the English examination to calculate the final mark.

IV. TRANSCRIPTS

A transcript is used upon the request of a student. Since this document is a record of achievement, it shows the following:

1. for each subject, the course name, language of instruction, year completed, school code, credit earned and mark achieved,
2. for each diploma examination subject, the three marks (school, examination, and final).

Transcripts with the above information will constitute a complete record for most students. However, the following exceptions should be noted:

1. transcripts will show only one mark for those subjects completed prior to September 1983, but which are now diploma examination subjects,
2. results in diploma examination subjects will be recorded on the transcript only if a final mark has been calculated, (i.e. no record containing an INC will be shown),
3. if a student repeats any course, both records are shown on the transcript. However, if there are three or more occurrences of the same course on file, the transcript will show:
   (a) the most recently completed record, and
   (b) the previous record containing the highest final mark.

V. DIPLOMAS

Diplomas are issued at the end of each semester (February and August) and again in November. Since there are three types of diplomas (General Diploma, Advanced Diploma, and the Advanced Diploma with Excellence), it is possible for a student to be issued a General Diploma in February and, following an up-grade in his/her academic record, an Advanced Diploma in August.

Commencing with the 1985-86 school year those subjects used in meeting the requirements for a diploma will be printed on the reverse side of the diploma. In this printing only the names of the courses and marks achieved will be shown. The total accumulated credits earned will be indicated below this record.

Appendix B:

Alberta Regulation 531/82
Amended: A.R. 324/83
Examination Regulation

1 In this regulation,

(a) "board" includes a board of education of a county, a school committee under the *Municipal and School Administration Act* and a person or group approved as a board by the Director;
(b) "candidate" means a person who writes an examination under this regulation;
(c) "Director" means the Director of Student Evaluation;
(d) "examination" means an examination that is approved by the Minister;
(e) "examination materials" means papers, answer sheets, tapes and any other materials supplied by the Director for the purposes of an examination;
(f) "examiner" means a person appointed under section 7(1);
(g) "writing centre" means a school or other facility designated by the Director as a place where examinations will be written.

2(1) The Director may issue a directive in writing with respect to an examination prescribing the following:

(a) the subject matter of the examination;
(b) the qualifications required for a person to be a candidate;
(c) the writing centre, date and time at which the examination will be conducted;
(d) the date before which an application shall be received by the Director in order for the applicant to be a candidate for the examination;
(e) the fee, if any, required to be paid by a candidate;
(f) the place to which appeals and applications may be sent or delivered to the Director

(2) The Director shall send a copy of the directive to each board and may require a board to conduct the examination.

(3) The Director may waive any time limits imposed in a directive.

3(1) A board shall conduct the examination in accordance with this regulation and the directive.

(2) The principal of a school designated as a writing centre shall be the chief presiding examiner for the examination.

(3) If the principal of a school designated as a writing centre is unable to act or the examination is being held in a building that is not a school, the board shall appoint a chief presiding examiner approved by the Director.

4(1) The chief presiding examiner shall keep all examination materials secure and is responsible for the security, supervision and conduct of the examination.

(2) The chief presiding examiner may appoint 1 or more presiding examiners to administer and supervise the examination.

(3) If the chief presiding examiner appoints as a presiding examiner a teacher who is an employee of the board, that teacher shall act as a presiding examiner.

(4) The chief presiding examiner shall deliver the examination materials to the Director in accordance with the Director's instructions after the examination is concluded.

5(1) A person may apply to be a candidate to write an examination

(a) in the form approved by the Director, and
(b) in accordance with the directive in respect of that examination.

(2) The fee, if any, for the examination shall accompany the application.

(3) The Director may approve an examination as being one for which no prior application is required from a candidate.

6(1) A handicapped candidate may apply to the board to have a scribe appointed by the chief presiding examiner to assist him during the examination.

(2) A scribe shall not be a relative, teacher or former teacher of the handicapped candidate.

(3) A scribe shall attend at the writing centre during the examination and assist the handicapped candidate in accordance with the appointment by the chief presiding examiner.

7(1) The Director shall appoint 1 or more examiners for each examination to design, prepare, score or rescore the examination or any part of it.

(2) An examiner shall hold a valid teaching certificate issued under the *Department of Education Act*.

(3) The Director may appoint 1 or more persons to prepare an evaluation guide to assist teachers in the interpretation of examination results.

8(1) Unless he is authorized to do so by the Director, no person shall

(a) read an examination paper or answer sheet before an examination commences,
(b) copy or otherwise duplicate all or any part of an examination paper or answer sheet,
(c) suggest or provide answers to a candidate during an examination, or
(d) remove any examination materials from the examination room.

(2) No person shall

(a) write or attempt to write an examination under a false or fictitious identity nor knowingly provide false information on an application form,

(b) read or attempt to read a candidate's examination paper, answer sheet or any portion of them, during an examination or before they are returned to the Department unless he is appointed as a scribe for that candidate,

(c) bring into an examination room any materials or aids that may assist a candidate with the examination, other than materials or aids that are expressly permitted by the Director,

(d) communicate or attempt to communicate in any manner with a candidate during the examination unless he is appointed as a scribe for that candidate,

(e) tamper with any of the examination materials required in connection with an examination, or

(f) enter or leave the examination room without the consent of the presiding examiner.

(3) Notwithstanding subsection 2(d), the presiding examiner may communicate with a candidate on a matter other than the subject matter of the examination.

9 The presiding examiner may evict any person who contravenes section 8 from the examination room.

10(1) The chief presiding examiner, at the conclusion of the examination period, shall sign a statement indicating,

(a) that the examination was administered and supervised without incident in accordance with the regulations and the directives of the Director, or

(b) that the examination was administered and supervised in accordance with the regulations and the directives of the Director except for noted incidents or special, irregular or unusual circumstances.

(2) If the chief presiding examiner signs a statement under subsection (1)(b), the Director may

(a) declare that the examination is invalid in respect of any or all of the candidates and that the relevant answers will not be scored, or

(b) make any other decision in respect of the examination or a candidate that he considers necessary.

(3) The Director shall notify the candidate of his decision under subsection (2) as soon as possible.

(4) If a decision is made under subsection (2), a candidate may apply to the Director to have his examination answers scored notwithstanding that the examination has been declared invalid or the answers were not completed by the candidate.

(5) An application under subsection (4) shall be made in writing, and delivered to the Director not more than 30 days after the date on which the Director's decision was made.

(6) If a decision is made under subsection (2), a candidate to whom that decision applies shall be entitled to be a candidate for any examination on the same subject that is conducted within 18 months following the date on which the decision is made.

11(1) A candidate who was evicted from an examination may appeal that eviction in writing to the Director not more than 7 days after the eviction.

(2) An appeal under subsection (1) shall include a statement as to why the candidate should not have been evicted.

(3) The Director, on receiving the appeal under subsection (1) from the chief presiding examiner, may

(a) confirm the eviction,
(b) uphold the appeal and require the candidate's answer to be scored, or
(c) permit the candidate to write another examination in the same subject at a time and place prescribed by the Director.

12 Notwithstanding section 10(6), if a candidate contravenes section 8, he shall not write an examination in any subject for a period of not less than 1 year after the date of the contravention unless he is permitted to do so by the Director.

13(1) The Director may send a candidate a statement of the results of the scoring of the answer to the examination forthwith after he receives those results from the examiner.

(2) A candidate may apply to the Director to have his answer to the examination rescored.

(3) An application under subsection (2) shall be in writing, accompanied by a fee of $10 and delivered to the Director no later than the date indicated on the results statement for that particular sitting of the examination.

(4) The Director, on receiving the application under subsection (2), shall cause the candidate's answer to be re-evaluated and rescored and shall send the candidate a statement of the results of the re-evaluation and rescoring forthwith after he receives the results from the examiner.

(5) A re-examination and rescoring made under subsection (4) is final.

(6) If a candidate has applied for his examination answer to be rescored under this section and the rescoring raises his score by 5 or more marks, he may be paid a refund of the fee paid under subsection (3).

14(1) The Director may make any decisions necessary to resolve any question, matter or dispute that arises in connection with the administration or supervision of an examination that is not referred to in section 8.

(2) The Director may waive any time limit imposed by this regulation with respect to a person or class of persons.

15(1) The Director may approve a writing centre as a special writing centre.

(2) The chief presiding examiner for a special writing centre may be paid the following:

(a) $40 per 1/2 day if 1 or more candidates report to write the examination;
(b) $20 per 1/2 day if no candidates report to write the examination;
(c) $10 for preparing the examination room and packaging the examination papers.

(3) A presiding examiner for a special writing centre may be paid the following:

(a) $30 per 1/2 day if 1 or more candidates report to write the examination;
(b) $15 per 1/2 day if no candidates report to write the examination.

16 With the prior approval of the Director, the board shall be paid the actual cost of shipping or delivering examination materials to the Director.

17 On the approval of the Director, an examiner shall be paid the following:

(a) not more than $10 for the preparation of an examination question accepted by the Minister;
(b) not more than $1000 for the preparation of an evaluation guide under section 7(3);
(c) not more than $500 for the preparation of a supplement of an evaluation guide;
(d) $18 per hour spent designing, scoring or rescoring examination answers or on other related duties performed by the examiner at the request of the Director;
(e) in accordance with Schedule 2 Part B of the Committee Remuneration Order (O. C. 1175/80) for attendance at committee meetings for the purpose of planning and developing examinations.

18 An examiner shall be paid an allowance pursuant to the Subsistence and Travelling Allowances Regulation (O. C. 293/79) as if he were an employee of the government if he

(a) designs, scores or rescores examinations at a place other than where he ordinarily resides, or
(b) is required by the Director to stay temporarily at a place other than that where he ordinarily resides.

19 If an examiner is employed by a board as a teacher, his employer may be paid the cost of employing a substitute teacher when the examiner is unable to teach because of his duties as an examiner.

20(1) A person shall pay a fee of $10 for each examination for which he is a candidate in accordance with the directive in respect of that examination.

(2) The Director may waive the fee required to be paid by a candidate.

(3) The Director may waive the payment of a fee in respect of an examination.

21 The Departmental Examination Regulations (Alta. Reg. 20/76) and the Administration and Supervision of Examination Regulations (Alta. Reg. 200/79) are repealed.

Appendix C: Alberta Education Contacts

For **additional copies** of this bulletin and **further information** contact:

Student Evaluation Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-5433

Regional Offices of Alberta Education

Grande Prairie	538-5130
Edmonton	427-2952
Red Deer	340-5262
Calgary	297-6353
Lethbridge	381-5243

For inquiries regarding **special circumstances** contact:

Secretary
Special Cases Committee
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-2950

For inquiries regarding **transcripts or diplomas** contact:

Student Records and Computer Services Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-5732

For the **purchase** of previous diploma examinations contact:

Learning Resources Distribution Centre
Alberta Education
10410 - 121 Street
Edmonton, Alberta T5N 1L2
Telephone: 427-2767

For inquiries regarding course content and **curriculum** contact:

Curriculum Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-2984